



## Guardianship Agreement

*For details of how we use your data, please refer to our privacy notice on our website.*

This agreement forms part of the admissions documentation for parents who spend a significant amount of time out of the country, or for those who are entirely resident outside the UK. All overseas students at Sidcot School, or students whose parents spend significant periods of time overseas, must have an educational guardian for the whole time that they are enrolled at Sidcot School, to support parents if they are unable to complete their responsibilities in a timely manner or in case of emergency. This agreement must be completed to the School's satisfaction by those with parental responsibility, and individual guardians or the guardianship agency and returned to the Registrar before a student starts their education at Sidcot.

A guardian must be appointed by parents before the student arrives in the United Kingdom and reside within a reasonable distance of the School. This is to ensure that in case of emergency, a child can be properly supported.

The choice of guardian is the responsibility of the parent and the School accepts no legal responsibility for any guardianship arrangements. However, School does expect the guardianship arrangements to be satisfactory and to meet the expectations outlined in this document. We would therefore be happy to discuss this with parents or their agent representatives to mutual satisfaction.

In cases where there is no family friend or relative to adopt the role of guardian living within a reasonable distance of the School, the School requires a reputable guardianship organisation to be appointed – for example AEGIS. Sidcot School is a member of AEGIS which is a national body for monitoring and regulating the welfare of international students and provides accreditation of guardianship organisations in line with the National Minimum Standards for Boarding and guidance from Ofsted.

Contact details for AEGIS are as follows:

The Wheelhouse,  
Bond's Mill Estate, Bristol Road  
Stonehouse,  
Gloucestershire.  
GL10 3RF.

01453 821293

[info@aeqisuk.net](mailto:info@aeqisuk.net)

**Student details:**

Name as on passport / birth certificate.....  
Known as.....  
Date of Birth.....

**Guardian details: (If you are using a suitable family member or friend please complete details below and provide a copy of your appointed guardian’s passport or driving licence as proof of ID and copy of a utility bill or council tax bill as proof of address)**

Title.....First name..... Last name.....  
Relation to student..... Date of Birth.....  
Address.....  
.....  
Mileage to Sidcot **(must be within a reasonable distance of Sidcot)** .....  
Mobile..... Home Telephone .....  
Work Telephone..... Email.....

**Or professional guardian details: (If you need to appoint a professional guardian please complete details below)**

Guardianship agency.....  
  
Details of proposed Guardian  
Title.....First name..... Last name.....  
Address.....  
.....  
Mileage to Sidcot (from guardianship agency’s representative’s home).....  
Mobile..... Home Telephone .....  
Work Telephone..... Email.....

**I/We agree that the duties of an individual guardian or guardian appointed through a guardianship agency include the following responsibilities (should a parent be unable to complete them):**

- To provide a 24 hour point of contact on a daily basis throughout the School term on matters including health, educational progress and discipline. In the event that the appointed guardian will

be overseas or otherwise prevented from fulfilling their duties; they will inform the School of the alternative arrangements that they may have made;

- To assist parents to complete paperwork and online forms (e.g. if English is not a first language);
- To give permission for routine medical treatment to be undertaken - for example immunisations, dental and optical work, and essential / emergency medical treatment in the event that the student's parents are not readily contactable;
- To accommodate the student in the event of illness or recuperation from illness, or in the event of a fixed term exclusion / the student being asked to leave the School;
- To provide appropriate accommodation during the half term holiday and weekends when the student is away from School as required, or to make suitable arrangements for the student's accommodation if unable to provide the accommodation personally;
- To inform the School in writing of any medical treatment or procedures that have taken place in the guardian's care upon the student's return to School;
- To arrange transport for the student at the beginning and end of term and half term, specifically:
  - The guardian will notify the School in writing of the travel arrangements for the return to School and the return home a minimum of 2 weeks in advance. The guardian must inform the Boarding House of the mode of transport for the arrangements (for example flight numbers, times etc.) and where the student will be staying when away from School. This is a requirement for UK Border Control for students with study visas.
  - If the student needs to leave the Boarding House prior to 7am at the end of term to commence their return journey home, the guardian will arrange with the Boarding House for the student to leave the Boarding House the night before and stay accompanied in appropriate accommodation.
  - The guardian will take responsibility for arranging transport in the UK to ensure the student's arrival at School at the beginning of term is no earlier than the published time on the published date.
  - The guardian will arrange for suitable transport to return the student to School. If this return is later than the published start of term, the Boarding Houses must be informed. If there is to be greater than a 48 hour delay in returning after the start of term, or a request to leave the School more than 48 hours before the end of term, the Headmaster's permission must be sought.
- To provide the necessary consent for any arrangement for the student when staying away from School, for example when visiting the family of another student or friend.
- To attend parents' consultations or other important meetings (including safeguarding training) at the School.
- To communicate with the School on a regular basis regarding the student's wellbeing and progress.
- To pay for the taxi fare from Sidcot School to the address of the appointed guardian in the event that the guardian is unable to arrive at the School to assume responsibility for my/our child within 1.5 hours.

## To be completed by parents / those with parental responsibility

I/We confirm that we have appointed .....  
as guardian / guardianship agency to fulfil the duties above. In addition we confirm that the guardian:

- Is over 25 years of age.
- Resides within a reasonable distance of the School.
- Is not a student living in accommodation provided by another educational institution.
- Has suitable accommodation available for the student.

I/we will advise the school of any change to the appointed guardian's circumstances or if the guardian is unavailable, in which case I/we will make alternative arrangements.

Parent 1 Signature..... Parent 2 Signature.....

Name..... Name.....

Date..... Date.....

## To be completed by the guardian appointed by the family

I confirm that as the appointed guardian of the above named student, I will undertake the duties and responsibilities listed above and confirm:

- I am over 25 years of age
- I reside within a reasonable distance of the School
- I am not a student living in accommodation provided by another educational institution.
- I have suitable accommodation available for the student.
- I have provided a copy of my passport or driving licence as proof of ID and a copy of a utility bill or council tax bill as proof of address.

Name.....

Signature of guardian ..... Date.....

## Or to be completed by the guardianship agency

I confirm on behalf of ..... guardianship agency, that the agency will appoint a guardian to undertake the duties and responsibilities above. Any such guardian will:

- Be over 25 years of age.
- Reside within a reasonable distance of the School.
- Will not be a student living in accommodation provided by another educational institution.
- Will have suitable accommodation available for the student.

Name.....

Signature on behalf of guardianship agency..... Date.....